



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**



**CM/ECF
CONTRACT COURT REPORTER
APPLICATION FORM**

This registration form is used by contract (freelance) court reporters to apply for a Case Management/Electronic Case Files (CM/ECF) account for the purpose of electronically filing transcripts and other transcript related documents in CM/ECF. Approved contract reporters will be contacted to schedule a training session wherein they will learn how to electronically file transcripts and other transcript related documents in CM/ECF. Approved contract reporters who complete the required training will be issued a login and password for electronic filing purposes. Approved contract reporters who register for and receive a PACER account through PACER Service Center at www.pacer.gov will be able to view documents, docket sheets, and other information in CM/ECF.

The undersigned agrees to abide by the requirements and responsibilities as stated herein.

REQUIRED INFORMATION

First/Middle/Last Name:

Firm Name:

Firm Address:

Telephone Number:

Fax Number:

E-mail Address:

Last 4 digits of your Social Security number
(will be used in your login ID):

IMPORTANT INFORMATION

- This registration only pertains to the CM/ECF system used in U.S. District Court in the District of South Dakota.
- An approved contract reporter who prepares an official transcript of a court proceeding is required to electronically file the transcript in CM/ECF. Unless exempted, a notice of filing of transcript should be prepared and contemporaneously filed in CM/ECF with the transcript.
- A transcript electronically filed in CM/ECF must include a signature block that sets forth the name, address, telephone number, and e-mail address of the contract reporter who prepared the transcript and must also contain a facsimile signature of the contract reporter or the typed name of the contract reporter preceded by a “/s/,” as in the following example:

/s/ Nelly Wise

- Approved contract reporters are responsible for ensuring that the paper version of a transcript or other transcript related document filed in CM/ECF exactly matches the electronic version stored in CM/ECF without any changes, alterations, or other modifications with the sole exception being that the paper version contains an original signature.
- Unless otherwise restricted, a transcript filed in CM/ECF will be available at the public (PACER) access terminals located in the Clerk’s Office, for *inspection only*, for a period of 90 days after it is filed. After the 90-day period has expired, the transcript will be available to the general public for inspection and copying in the Clerk’s Office and through PACER. Applicable fees will apply.
- Approved contract reporters must safeguard their CM/ECF passwords. If a contract court reporter suspects his or her password has been compromised in any way, he or she must immediately notify the Clerk’s Office. Upon notification, the Clerk’s Office will delete the compromised password and issue the contract reporter a new password.
- Approved contract reporters must immediately notify the Clerk’s Office of changes to their contact information using the CM/ECF INFORMATION UPDATE FORM posted on the U.S. District Court’s website at www.sdd.uscourts.gov.
- Approved contract reporters agree to abide by the most recent federal rules of procedure, local rules of practice, general orders governing electronic filing, and the procedural requirements outlined in the CM/ECF User Manual and Administrative Procedures posted on the U.S. District Court’s website located at www.sdd.uscourts.gov.
- Approved contract reporters must be familiar with the Judicial Conference Policy with Regard to the Availability of Transcripts of Court Proceedings posted on the U.S. District Court’s website located at www.sdd.uscourts.gov.

- Approved contract reporters consent to entry of their e-mail address into this court's mass e-mailing system.

Contract Reporter's Signature

Date

Mail Original Form To: Clerk's Office, U.S. District Court
District of South Dakota
400 S. Phillips Ave., Room 128
Sioux Falls, SD 57104

FOR COURT USE ONLY	
Login Assigned	
Password Assigned	
Date Assigned	
Trained By	
Date Trained	